

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS

Position Title:	Law Clerk #16-19 - TWO POSITIONS
Location:	Wichita Falls, Texas
Closing Date:	Open Until Filled
Starting Salary/Range:	\$59,246 - \$71,012* (JSP 11/1-12/1)
	<small>*Depending upon qualifications and experience</small>

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for two law clerks to a United States magistrate judge in the Wichita Falls, Texas, division. A law clerk to a magistrate judge performs substantive analysis, research, and writing; assists the judge with case management; and drafts bench memos, opinions, and orders on matters pending before the judge. Each clerkship is for a one-year term beginning on or about August 8, 2016.

QUALIFICATIONS: To qualify for the position of law clerk, a person must be a graduate of an accredited law school when the clerkship begins, have strong academic credentials, possess superior legal research, writing, and analytical skills, and be proficient in computer-assisted legal research, Windows, and Word or WordPerfect.

BENEFITS: Employees of the U.S. District Court are entitled to benefits which include health and life insurance programs, scheduled holidays and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The selection of a qualified candidate will be contingent upon the results of a mandatory criminal background records check. The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting. The applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

Submit cover letter, resume, law school transcript, three references, and two writing samples to:

Attention: Human Resources #16-19

United States District Court
1100 Commerce Street, # 1452
Dallas, Texas 75242
Fax (214) 753-2247

Email: humanresources@txnd.uscourts.gov

Resumes without code 16-19 and missing transcripts will not be considered.

**** The Court is an Equal Opportunity Employer ****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The United States District Court requires employees to adhere to a Code of Ethics and Conduct.